



College of Public Health
University of South Florida

Department of Global Health
Syllabus

Online Course Name: Infectious Disease Prevention Strategies

Prefix & Number: PHC 6517

Sections: 310 (ref# 13238) and 510 (ref# 13941)

Semester: Spring, 2011

Course Description:	This course focuses on primary, secondary and tertiary strategies to prevent infectious diseases, with an emphasis on hospital infection control. These strategies include outbreak control measures; isolation/precautions in healthcare facilities; cleaning, disinfection, antisepsis and sterilization; the role of immunization, antimicrobial prophylaxis and therapy; patient care practices to prevent infections; pandemic influenza; and prevention of foodborne illness. In addition, the epidemiology and control of numerous infectious diseases with global public health implications are discussed.		
Credit hours:	3		
Pre-Requisites:	Basic Epidemiology, Biostatistics or Consent of Instructor		
Co-Requisites:	None		
Location:	Blackboard: http://my.usf.edu > PHC6217.allS11		
Instructor Information:	Instructor 1	Instructor 2	Instructor 3
	Donna Haiduven, PhD, RN, CIC	Name	Name
	COPH Rm. 1120, MDC 56	Office/mailling address	Office/mailling address
	By appointment (including telephone appointments). Please e-mail for an appointment.	Office hours	Office hours
	813-974-6472	Phone	Phone
	dhaiduve@health.usf.edu	Email address	Email address
	The preferred method of contact for instructor is e-mail . If you leave a phone message, it may take up to a week for a response as the instructor works from a total of 5 different locations.	Preferred method of contact	Preferred method of contact
	Students can expect an e-mail reply from the instructor Sun-Thu (within 24-48 hrs), and Fri-Sat	Indicate reply policy	Indicate reply policy

	(within 48-72 hrs). EXCEPTION: If the instructor is traveling, students will be notified ahead of time of the dates and any specific modifications in contact instructions.		
Teaching Assistant Information:	TA 1	TA 2	TA 3
	Christine McGuire-Wolfe		Name
	Office/mailling address	Office/mailling address	Office/mailling address
	Office hours	Office hours	Office hours
	Phone	Phone	Phone
	cwolfe@health.usf.edu	Email address	Email address
	Preferred method of contact	Preferred method of contact	Preferred method of contact
	Indicate reply policy	Indicate reply policy	Indicate reply policy
Tech Assistance	<p>Use the Tech Assistance button on the course website. The Tech Assistance button links to the Technical Support page of the Office of Educational Technology & Assessment website at: http://health.usf.edu/publichealth/eta/techsupport.html. Select from any of the available options. Students will receive a reply WITHIN 24 hours via phone or email based on student preference.</p> <p>During Exams & Elluminate Live Sessions: Technical assistance for exams and Elluminate Live sessions are supported by ETA. The phone number will be posted on the course website. (Otherwise indicate who to contact, method and expected reply time).</p>		
Online Course Technical Requirements:	<p>Students in all online public health courses are expected to meet the basic technology requirements to successfully participate in their courses. Failure to meet these requirements may cause problems accessing the course materials. It is the student's responsibility to ensure all requirements are met prior to the start of the semester. http://health.usf.edu/publichealth/eta/students_tech_requirements.htm</p> <p>Special Technology Requirements for this course: <i>None in addition to above</i></p> <p>Pre-requisite technology skills: <i>N/A for this course</i></p> <p>Elluminate Live! Computer Requirements: (if applicable) View hardware and software requirements and downloads for Elluminate Live! sessions: http://eta.health.usf.edu/technology/illuminate/Elluminate_Live95_sessions.pdf <i>N/A for this course</i></p> <p>Respondus Lockdown Browser Student Guide: (if applicable) http://tiny.cc/gm4x6 <i>N/A for this course</i></p>		

Required Materials:	<p>The following text is required is for this course, the Communicable Disease tract at COPH and the Infection Control Certificate:</p> <p><i>Control of Communicable Diseases Manual</i> by David L. Heymann, 19th edition (October 25, 2008). This is an invaluable reference text for communicable diseases. Available in paperback ISBN-13: 978-0875531892 Cost ranges \$30-35. <i>(Previous editions are not as current as this version and are therefore not recommended for use in this course.)</i></p> <p>Please note: This text does NOT have the most current nomenclature for the categories of isolation/precautions. DO NOT use the text to determine the correct category of isolation/precautions-use the Required Readings Appendix A for week 3-4.</p> <p><i>How to Order:</i> Purchase your textbook online on the HSC Bookstore website (http://usfhsc.bncollege.com)</p> <p>OR Try additional links to Amazon and APHA for new or used versions:</p> <p>Lecture notes from Dr. Haiduven or guest lecturers will be provided via Blackboard. Any required and supplemental readings will be posted on Blackboard, or students will be given links to obtain these readings.</p>
Recommended Materials:	<p>N/A for this class</p>
Course Format:	<p>The entire course will be delivered in an on-line format.</p> <p>This course is organized into 16 weekly sessions. In general, the session for that week is designed to be completed within a one week period. The exception is weeks 3-4 to cover Standard and Transmission-Based Precautions.</p> <p>The course will use the following educational methods: lectures via PowerPoint (from instructor) with lecture notes, narration, MP3 versions, or in some cases, all three; individual activities and assignments which are computer- aided; a required interactive assignment via Blackboard; and on-line tests & final exam.</p> <p>Course materials, assignments, and activities will be posted in the Blackboard course website. Topics will be divided into weekly units, designated by folders, in Blackboard. Lecture notes required and supplemental readings, assignments and activities for each weekly unit will be released 4 weeks ahead.</p> <p>There will be a Discussion Board for the course with 3 forums: one for posting questions for the weekly units, one for posting a required assignment in Week 15 and one called the "Student Lounge". The "Student Lounge" has the capability for students to post comments or questions to each other either by name or anonymously. PLEASE do not use the "Student Lounge" to ask other students specific questions about how to complete assignments, activities, etc. Post content questions like that in the corresponding weekly unit in the Discussion Board or e-mail Dr. Haiduven directly at: dhaiduve@health.usf.edu. For technical questions, contact ETA. During week 15, there will be an assignment that requires the student to submit an identified posting on the Discussion Board.</p>

Learning Objectives:

(Objectives must be numbered)

Upon completion of this course, the student will be able to:

1. Identify appropriate primary, secondary, and tertiary infectious disease prevention strategies based on transmission of pathogens and infection prevention/control principles.
2. List lessons learned from the influenza pandemic of 1918 and from historical uses of biological warfare that can be applied to public health infection control practice for pandemic influenza or future pandemics.
3. List and define the categories of Isolation/Precautions used in healthcare facilities.
4. Describe immunization strategies for healthcare workers, patients, and the general public.
5. List post-exposure prophylaxis and work restriction guidelines for infectious disease exposures in the healthcare setting. Evaluate these guidelines when given a case example.
6. Evaluate cleaning, sterilization, and disinfection methods available to health care facilities.
7. Describe and critique recommended hand hygiene and patient care practices for infection control and prevention.
8. Evaluate global infectious disease prevention strategies used for infection control in the control of foodborne illness and in the aftermath of disasters.
9. Outline the role of bioreadiness in healthcare facilities.
10. Apply infectious disease prevention strategies in managing current or future pandemics of infectious diseases.
11. Apply principles from the course in a comprehensive final exam.

Assessment Strategies:
(Strategies must be numbered)

1. ASSIGNMENTS: There are 8 assignments throughout the course. Each assignment has a point value of 20 points and is worth **5%** of the course grade. Together the assignments are worth **40%** of the course grade. The format of these assignments ranges from pull-down, multiple choice and matching questions, to essays, and application exercises. Each assignment is due by 9 PM of the Saturday night the week it is covered. See "Course Schedule" section in the syllabus and/or Blackboard for individual due dates.

2. ACTIVITIES: In 5 of the weekly sessions, there will be an accompanying worksheet or set of questions designed to practice concepts, reduce the amount of material from the lecture notes, and/or to apply the material. Exam questions will be derived from these, so it is prudent to complete each one. Extra credit can be received by completing these and submitting them (1 point for each activity on the test where that material will be covered). There are **5 activities**. Thus, up to 2 points of extra credit can be achieved on Test #1, and 3 points on Test #2. Each activity is due by 9 PM of the Saturday night the week it is covered.

3. EXAMINATIONS: There will be **2 open-book** multiple choice, matching, True-False tests and **1 comprehensive open-book** final exam. Each of the three will be worth 100 total points; Tests #1-2 will each be worth 20% of the course grade and the final exam will be worth 20% of the course grade. Each exam is intended as an individual activity-to be completed independently without any type of correspondence between students and each other or any other persons. The tests/exam will be administered as follows: **Test #1**, from 8 AM Thursday, February 17 until 10 PM Friday, February 18, 2011; **Test #2**, from 8 AM Thursday, April 7 until 10 PM Friday, April 8, 2011, and the **Final Exam**, from 8 AM Sunday, May 1 until 10 PM Wednesday, May 4, 2011. **All tests will be delivered in an on-line format.** There will be a review posted on Blackboard 2 weeks before each exam is made available.

4. EXTRA CREDIT: There are 2 ways to receive extra credit points in the course.

1. **Extra credit activities:** There are 5 opportunities to receive extra credit points added to specific tests, in the form of activities. Up to 5 extra credit points are possible for completion and submission of the 5 activities: 2 points on Test #1, and 3 points on Test #2. The first opportunity is during week 1, the second during week 2, the third during week 7, the fourth during week 10, and the fifth during week 11. For each of these opportunities, submission of the **completed** extra credit activity by the due date and time will result in these extra credit points added to the specified tests.
2. **Exams:** There is the potential for earning additional extra credit points on each of the exams as follows: 2 points on Test #1, 4 points on Test #2, and 4 points on the Final Exam. It is possible to receive full, partial, or no points, depending upon your answers.

Extra credit points possible: 15 (up to 5 on extra-credit activities added to specific tests and up to 10 on tests and final exams)

Note: specific instructions for completing assignments or preparing for exams will be provided on the course website.

FEEDBACK ON EXAMS AND ASSIGNMENTS: Students should expect to receive feedback on the assignments, activities, tests and the final exam no later than 2 weeks after the due date (unless the instructor is out of town). For the final exam, students will receive feedback before final grades are posted. Feedback cannot be made available until all students have completed the assignment or exam, a detailed analysis of the results has been conducted, and a two-day advance notice of the feedback posting is announced. Thus, it is not possible to post the feedback dates and times in advance.

This course supports the following Global Communicable Disease Competencies.

Competency	Learning Objectives	Assessment Strategies
2. Identify the appropriate diagnosis, epidemiology, surveillance, control, treatment and prevention of communicable diseases	1, 3, 4, 5, 6, 7, & 8	1, 2, 3, & 4
3. Describe the natural human defenses, the appropriate use of diagnostic techniques and serological surveillance, and the role of preventive interventions and treatments such as vaccines and antibiotics against communicable diseases	1, 2, 3, 4, 5, 6, & 7	1, 2, 3, & 4
4. Identify the cultural, social, and economic factors that contribute to the incidence and prevalence, as well as the transmission, control, treatment, and prevention of communicable diseases	8, 10, & 11	1, 2, 3, & 4
5. Identify the public health conditions and problems related to the surveillance and control of communicable diseases in developing countries	8, 10, & 11	1, 3
6. Design programs for the surveillance and control of communicable diseases	1, 2, 4, 5, 8, 10, & 11	1, 3
8. Prepare and present information about communicable diseases to other members of health-related professions and to members of the public in a professional and effective manner	10, 11	1, 3



This course meets the following Certification in Infection Control (CIC) Competencies:

View this matrix for all competencies met in this course:

http://eta.health.usf.edu/publichealth/PHC6251/documents/CIC_2010_Competencies_Matrix_v2.pdf

Grading Scale and Criteria:	<p>Straight letter grades are given as follows:</p> <p>Grading Scale: A= (90-100), B= (80-89.9), C= (70-79.9); D= (60-69.9); F = <60.</p> <p>Official USF Grading Scale: http://publichealth.usf.edu/academicaffairs/academic_procedures.html</p> <p>The grade will be determined as follows:</p> <table border="0"> <tr> <td>8 Assignments (5% each)</td><td>40% (20 points each-160 points total)</td></tr> <tr> <td>Test #1</td><td>20% (100 points)</td></tr> <tr> <td>Test #2</td><td>20% (100 points)</td></tr> <tr> <td>Final exam</td><td>20% (100 points)</td></tr> </table> <p>Total possible points for the course = 460</p> <p>Extra credit points possible:</p> <p>5 Activities (1 point each): 5 extra credit points added to the 2 tests</p> <p>Tests/exams (10 possible points): 2 points on Test #1, 4 points on Test #2, and 4 points on the Final Exam.</p>	8 Assignments (5% each)	40% (20 points each-160 points total)	Test #1	20% (100 points)	Test #2	20% (100 points)	Final exam	20% (100 points)
8 Assignments (5% each)	40% (20 points each-160 points total)								
Test #1	20% (100 points)								
Test #2	20% (100 points)								
Final exam	20% (100 points)								
Grading Policies:	<p>Assignment Due Dates: Assignments are expected to be turned in on the due date and time. For each hour that it is late, 5 points will be deducted from the assignment grade. If a student has an extenuating circumstance resulting in the assignment being late, this needs to be communicated to the instructor BEFORE the due date. The course materials are posted up to 4 weeks in advance; students should plan accordingly if they know they will be travelling or have other conflicts.</p> <p>Activity Due Dates: Activities are expected to be turned in by Saturday at 9 PM of the week they are due.</p> <p>Tests & Final Exam: Students will be allowed 2 hours to take Tests #1 & 2 and 3 hours 55 minutes to take the final exam. EXCEPTION: See "Special Accommodations". Tests & final exam turned in late will have 5 points deducted from the exam grade for each 15-minute period that it is turned in late. Students should NOT communicate to each other during the exams as they are intended to be an individual component of the course grade. Communication with other students during the exams could result in a receiving an "F" for the exam.</p> <p>Students will have the opportunity to review their tests & exam results once everyone has taken the exam. There will be at least a 24-hour period available for reviewing the test & exam. Instructions and more information will be posted on the announcement page of the course website. For Tests #1 & 2 and the final exam, there will be extra credit questions (see "Grading/Assessment /Criteria". Partial credit may be possible, depending upon the questions.</p>								

COURSE POLICIES	
Online Attendance & Participation:	Students are instructed to complete the Practice Test in Lesson Zero and respond to a test e-mail during the first week of class to verify first class attendance. Students need to complete the 8 assignments by due dates and times, as well as turn in the exercises, tests and final exam by the designated times.
	See Institutional Policies section for Emergency Preparedness for Academic Continuity.
Permission to Use Lectures:	Policy regarding reproducing course materials: Course materials are provided for students enrolled in this course to facilitate learning this course. The instructor does not give permission for course lecture notes and other original materials to be reproduced for the purposes of commercial sale, mass reproduction, and Internet postings; to use to teach other courses; to give to other students or others NOT enrolled in the course; or for other reasons than to facilitate learning for students currently enrolled in this course. All unauthorized recordings of class lectures are prohibited. Recordings that accommodate individual student needs must be approved in advance and may be used for personal use during the semester only; redistribution is prohibited.
Instructor Expectations:	<p>Test Email/First Week Attendance: A "Test Email" will be sent via Blackboard to your USF email account during the first week of class. Reply to this email by Tuesday, January 18th to confirm that you received the email. If you do not receive the "Test Email" by Thursday, January 13, review the information in the following document at: http://health.usf.edu/publichealth/eta/pdf/MyUSF_Email.pdf. This document is the same email document included in Lesson Zero. If you are still having problems accessing your email, contact ETA for assistance (select the 'Tech Assistance' button on course website).</p> <p>In addition, students are instructed to complete the Practice Test in Lesson Zero by Tuesday, January 18, at 9 PM to verify first class attendance.</p> <p>Accessibility of instructor during the course: The instructor and teaching assistant will be available via e-mail and at other times as requested by the student for appointments. <i>Please be sure to address technical issues through Tech Assistance.</i></p> <p>Teaching philosophy: The teaching philosophy of this instructor is based on the principles of adult learning, active learning, and learning by doing. Thus, application and integration of learned principles in practical situations will be the focus of many of the class exercises/discussions as well as the final exam.</p> <p>Methods and format for feedback to students: Methods of grading and format for students are described in the course syllabus under "Types of Assessments". To achieve maximum points for any assignment or exercises, the student needs to follow the guidelines.</p>

	<p><i>Expectations for the class:</i></p> <ol style="list-style-type: none"> 1. Students are expected to keep up with the class, to read the required readings, and to submit assignments and activities by Saturday at 9 PM of the week the session is covered. As materials are presented up to four weeks ahead of when they are due, students should plan accordingly to assure that all required components are submitted on time. 2. Students should log on to Blackboard at least every other day (besides the time to review lectures and complete activities), to check for any announcements or updates. 3. Students are expected to independently complete all activities, assignments, tests and the final exam. 4. Students are expected to read the required readings every week, before reviewing the lectures, and are encouraged to read the supplemental readings and to complete the activities. 5. There will be one assignment that requires an interactive activity on the course Discussion Board. 6. To receive maximum points for questions, students need to follow the instructions carefully, follow word limits as instructed and use Spell Check. There will be deductions if these guidelines are not followed. 7. To be successful in this course, students will need to complete all required assignments, tests, and the final exam. Students will not be successful in passing the Certification Exam in Infection Control unless they take a comprehensive approach to all courses in the Infection Control Certificate Program by reading the supplemental readings and completing the activities in this course. <p><i>Expectations for ALL assessments in this course:</i> Assignments, extra credit activities, tests and exams are expected to be products of individual students. Students should not discuss any of the questions with each other, before or during the actual assignments, activities, tests or exams.</p>
Incomplete Policy:	This course will follow the CPH policy and procedure regarding an incomplete grade. See CPH policy: http://publichealth.usf.edu/academicaffairs/academic_procedures.html
Field Trip Policy:	N/A
Schedule Change Policy:	Any change related to the course schedule will be communicated to the students through: 1) a Blackboard announcement 2) an e-mail sent to each student and 3) by modifying the course syllabus and notifying students of the modified syllabus.

Course Calendar

Week 1 January 9 - 15	Overview of Infectious Disease Prevention Strategies Historical Perspective: Epidemics in History (Film: "Influenza 1918") Activity #1 due by January 15th at 9 PM First class attendance- completion of Practice Test indicates attendance
Week 2 January 16 - 22	Historical Perspective on Biological Warfare Current Threat of Bioterrorism Activity #2 due by January 22nd at 9 PM
Week 3 January 23 - 29 AND Week 4 January 30 - February 5	Transmission-Based Isolation/Precautions Assignment #1 due by January 29th at 9 PM Assignment #2 due by February 5th at 9 PM
Week 5 February 6 - 12	Immunizations for Vaccine-Preventable Diseases Assignment #3 due by February 12th at 9 PM
Week 6 February 13 - 19	Test #1 (20% of course grade) Offered from 8 AM Thursday, February 17 until 10 PM Friday, February 18
Week 7 February 20 - 26	Post-exposure Prophylaxis & Work Restrictions Varicella Case Example Activity #3 due by February 26th at 9 PM
Week 8 February 27 – March 5	Cleaning, Disinfection, & Sterilization Assignment #4 due by March 5th at 9PM
Week 9 March 6 - 12	Antisepsis & Hand Hygiene Assignment #5 due by March 12th at 9 PM
March 13 - 19	SPRING BREAK-No Assignments Due
Week 10 March 20 - 26	Patient Care Practices Parts I & II Activity #4 due by March 26th at 9 PM
Week 11 March 27 - April 2	Prevention of Foodborne Illness & A Global Perspective on Infectious Diseases Film, "Lassa fever" Film, "Hantavirus Pulmonary Syndrome" Activity #5 due by April 2nd at 9PM
Week 12 April 3 - 9	Test #2 (20% of course grade) Offered from 8 AM Thursday, April 7 until 10 PM Friday, April 8



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Week 13 April 10 - 16	Bioreadiness in the Healthcare Setting Assignment #6 due by April 16th at 9PM
Week 14 April 17 - 23	Disasters and Infectious Disease Prevention Assignment #7 due by April 23rd at 9PM
Week 15 April 24 - April 30	Synthesis & Application of Course Principles: Cholera in Haiti Assignment # 8 (to be submitted via the Discussion Board) due by April 30th at 9PM
Week 16 May 1- 6	Comprehensive Final Exam (20% of course grade) Offered from 8 AM Sunday, May 1 until 10 PM Wednesday, May 4

Reference List

There is an extensive list of Required and Supplemental Readings provided on the course Blackboard website. In addition, references may also be provided during some of the lectures. Supplemental Readings should be reviewed if Certification in Infection Control or occupation as an infection preventionist is a current or future goal.

Additional Course Information

N/A for this course

INSTITUTIONAL POLICIES

The most recent version of the [Institutional Policies information](#) can be found on the Academic Affairs Forms page at <http://health.usf.edu/publichealth/forms.html> (Spring 2011)

Student Handbook:	http://www.sa.usf.edu/handbook/
Student Conduct:	Review USF Student Rights & Responsibilities at: http://www.sa.usf.edu/srr/page.asp?id=81 Review USF Student Code of Conduct: http://www.sa.usf.edu/srr/page.asp?id=88 <i>Also available in the Student Handbook (pg.39-54 of 71)</i>
Disruption of Academic Process/Academic Integrity of Students:	Disruption of the academic process and violations of the policies regarding academic integrity will not be tolerated. Review USF policies on Disruption of the Academic Process and the Academic Integrity of Students at: http://usfweb2.usf.edu/usfgc/ogc_web/currentregs/USF3-025.htm
Academic Dishonesty/Plagiarism:	Plagiarism will not be tolerated and is grounds for failure. Review USF Academic Dishonesty and Disruption of Academic Process Policy at: http://www.grad.usf.edu/inc/linked-files/Catalog and Policies/Section 7_Grad_Catalog.pdf

Also available in the Student Handbook (pg.30-34 of 71)

The University of South Florida has an account with an automated plagiarism detection service (*SafeAssign*), which allows instructors and students to submit student assignments to be checked for plagiarism. I (the instructor) reserve the right to 1) request that assignments be submitted as electronic files and 2) submit students' assignments to *SafeAssign*, or 3) request students to submit their assignments to *SafeAssign* through myUSF. Assignments are compared automatically with a database of journal articles, web articles, the internet and previously submitted papers. The instructor receives a report showing exactly how a student's paper was plagiarized.

For more information about Plagiarism and *SafeAssign*, visit:

Plagiarism tutorial: <http://www.cte.usf.edu/plagiarism/plag.html>

SafeAssign manual:

http://media.c21te.usf.edu/pdf/student/bbstud_subsafeassgn.pdf

NOTE: An institution may not release a paper to a plagiarism detection software without the student's prior consent unless all personally identifiable information has been removed, such as a student's name, social security number, student number, etc. Note that a paper/essay is considered an educational record and an institution may not ask a student to waive their rights under FERPA for the purpose of submitting papers to a plagiarism detection software.



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Cheating Statement:	<p>The USF College of Public Health expects students to maintain academic honesty in all courses. By virtue of being registered in an online public health course, students agree to refrain from cheating. If cheating in any form (academic dishonesty) is detected, appropriate action will be taken. (Refer to USF Academic Dishonesty Policy).</p> <p>http://www.grad.usf.edu/inc/linked-files/Catalog and Policies/Section 7_Grad_Catalog_Academic_Integrity.pdf</p>
Undergraduate Academic Policies and Procedures:	<p>http://www.ugs.usf.edu/pdf/cat1011/2010-2011DRAFT.pdf#page=46</p>
Special Accommodations:	<p>Students in need of academic accommodations for a disability may consult with the office of Services for Students with Disabilities to arrange appropriate accommodations. Students are required to give reasonable notice (typically 5 working days) prior to requesting an accommodation.</p> <p>Students with Disabilities Services: http://www.sds.usf.edu/</p> <p>Students: http://www.sds.usf.edu/students.asp</p> <p>Faculty: http://www.sds.usf.edu/faculty.asp</p>
Holidays and Religious Observances:	<p>http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf</p>
Emergency Preparedness:	<p>In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Blackboard, Elluminate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Blackboard site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.</p>
Student Grievance Procedure:	<p>Review USF Academic Grievance Policy at: http://usfweb2.usf.edu/usfgc/gc_pp/acadaf/gc10-002.htm</p> <p>Review USF Academic Grievance Procedure at: http://www.grad.usf.edu/newsite/grad_council/Catalog/2008_09/Univ_Academic_Griev_Procedures.pdf</p> <p><i>Also available in the Student Handbook (pg.27-30 of 71)</i></p> <p>Review the Office of Student Relations Grievance Procedure at: http://www.sa.usf.edu/SA/Student_Grievances.pdf</p>

RESOURCES FOR STUDENTS	
Library Resources:	USF Library Resources and Services: http://www.lib.usf.edu/ Shimberg Health Sciences Library: http://health.usf.edu/library/ Shimberg Health Sciences Library Tutorials: http://library.hsc.usf.edu/ (follow links under 'Instructional Services' section)
Creating Citations & Using Refworks:	http://guides.lib.usf.edu/CitingSources
Netiquette <i>(online communication etiquette for online courses):</i>	http://eta.health.usf.edu/publichealth/standards/syllabus/Online_Netiquette.pdf
Plagiarism & Safe Assign:	Tutorial on Plagiarism: http://www.cte.usf.edu/plagiarism/plag.html SafeAssign Manual: http://media.c21te.usf.edu/pdf/student/bbstud_subsafeassgn.pdf
USF Email Accounts:	http://health.usf.edu/publichealth/eta/pdf/MyUSF_Email.pdf
Blackboard Tutorials:	http://media.c21te.usf.edu/bbstudents.html
Elluminate Live Tutorials: <i>(for online courses)</i>	http://media.c21te.usf.edu/elluminatetestudents.html